

Gail A. Lee

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Evansville, In 47725

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Experience

Center for Disability Information and Referral
Indiana Institute on Disability and Community
Library Assistant

Bloomington, IN
February 2009
July 2009

Assisted patrons with all areas of disabilities, reference services and library outreach state-wide. Assisted patrons by phone, instant messaging, and email. Blogged current library materials or new information on disability related issues on two blogs weekly. Created mailing lists with Microsoft Access.

ALEXANDRIAN PUBLIC LIBRARY
Assistant of Adult Services

Mount Vernon, IN
September 2001
January 2009

Assisted patrons at the adult information desk, genealogy department, and helped with circulation. Reader's Advisor. Processed all interlibrary loans, and assisted with collection development and withdrawal of library materials. Created book displays. When asked I had also lead book discussions.

MARRIOTT HOTEL
Reservations Manager

Evansville, IN
August 1998
September 2001

Reservations Manager, Front Desk, Concierge, and Banquet Server. Performed tasks including: Individual and group reservations, short and long term forecasting, switch board operator, working with guests to resolve problems, address concerns to improve their stay, and all other services performed at the front desk.

UNIVERSITY OF EVANSVILLE
Travel Coordinator/ Insurance Secretary

Evansville, IN
October 1994
May 1997

Arranged the travel of all athletic teams, administrators, and coaches including: hotel accommodations, air and ground transportation, and team meals. Maintained insurance files and processed injury claims for all student athletes including the cheerleaders and "Acettes." Assisted with season and individual ticket sales in all sporting events.

Education

INDIANA UNIVERSITY
Masters of Library Science

Bloomington, IN
August 2008
Present

UNIVERSITY OF EVANSVILLE
Bachelor of Liberal Studies

Evansville, IN
September 1995
December 2000

Awards

- Awarded the Indiana's Librarians Leading in Diversity Fellowship(2009)
- Received Alexandrian Public Library Employee of the Year Award (2007)

Volunteer Experiences/Extracurricular Activities

- Building a jail library collection for Vanderburgh County Confinement Center (1/2010-present)
- Evansville Vanderburgh Public Library Outreach and Homebound Services (11/2009-present)
- Midwest Pages to Prisoners (1/2010-present)
- Regular speaker for the State of Indiana, Vanderburgh County Department of Children Services, Adoption Permanency Program (2008-present)
- Served on Sunshine Committee at Alexandrian Public Library (2007-2008)
- Walked Relay for Life in Mount Vernon (2005-2007)
- Worked to construct a home with Habitat for Humanity in Evansville (2007)
- Volunteer Coach for daughter's soccer team (2007)

References available upon request